

Rationale

Protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility that our College recognises and accepts.

Aims

To collect, handle, use, store and disclose personal and health information of staff and students in a manner compliant with the, *Health Records Act 2001*, *DET Information Privacy Policy* and *the Privacy and Data Protection Act 2014*.

Implementation

1. Governance

- 1.1. The Victorian privacy laws Health Records Act 2001, the Privacy and Data Protection Act 2014 and the DET Information Privacy Policy, provide for the protection of personal and health information.
- 1.2. Privacy protects individuals from harm resulting from misuse of their information.
- 1.3. The purposes for which the College uses personal information of **students and parents/guardians** includes keeping them informed about matters related to their child's schooling, looking after students' educational, social and health needs, day-to-day administration, satisfying legal obligations and allowing the school to discharge its duty of care.
- 1.4. The purposes for which the College uses personal information of job applicants, **staff and contractors** includes assessing the suitability for employment, administering the individual's employment or contract, for insurance purposes, such as public liability or WorkCover, and satisfying the school's legal requirements and duty of care responsibilities.
- 1.5. The College will use and disclose personal information about a **student, parent/guardian and staff** when it is required for general administration duties and statutory functions, it relates to the purposes for which it was collected, and for a purpose that would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.
- 1.6. Where consent for the use and disclosure of personal information is required, the College will seek consent from the appropriate person.
- 1.7. In addition, the College can disclose personal information for another purpose when the person consents or it is necessary to lessen or prevent a serious or imminent threat to life, health or safety or is required by law or for law enforcement purposes.

2. Storage, Access and Security

- 2.1. Our College collects and holds personal information about students, parents/guardians and staff.
- 2.2. A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school. All requests (including requests by staff) for private and confidential information stored at school must be made to the principal or his/her delegate.
- 2.3. As the College aims to keep personal information it holds accurate, complete and up-to-date, an adult may update their own personal information or the information of their child by contacting the office administration staff.

- 2.4. All relevant information and records relating to students, parents/guardians, families or contractors (e.g. enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in the fire resistant and secure compactus storage in the office.
- 2.5. All electronic data will be maintained, stored and transmitted in accordance with Department of Education requirements and expectations. All staff and students will be provided with confidential passwords and access codes to protect their private work and information that exists on the schools various intranet, on-line, and digital storage retrieval systems.
- 2.6. All requests for information (other than brief, easy to retrieve information solely about the person making the request, or standard information requests from parents/guardians about their children, or information requested by staff in the course of their work about students) will be referred to the principal and possibly the Freedom of Information Unit.
- 2.7. Under no circumstances, will personal private information be disclosed to unauthorised people.
- 2.8. Any complaint about personal information privacy will be referred to the College principal and investigated in accordance with *DET's Privacy Complaints Handling Policy*.

Related Policies / Documents

[DET Information Privacy Policy](#)

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx>

DET's Privacy Complaints Handling Policy

Evaluation

This policy was created in term 1 of 2017

This policy will be reviewed as part of the College's annual review cycle